

CALIFORNIA STATE GOVERNMENT - An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

OPEN, NONPROMOTIONAL STATEWIDE EXAMINATION

DISTRICT REPRESENTATIVE I – 2CD1501

DIVISION OF CODES AND STANDARDS



HOW TO APPLY

Applications are available and may be filed in person or by mail with:

Department of Housing and Community Development
P.O. Box 952050 (File by mail)
1800 Third Street, Room 405 (File in person)
bhsu@hcd.ca.gov (File electronically)
Sacramento, CA 94252-2050
Attn: Personnel Office

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL. BOARD THE DEPARTMENT WILL ONLY ACCEPT STATE APPLICATIONS (STD.678) WITH A REVISION DATE OF 12/2001. IF AN OLD APPLICATION IS SUBMITTED, YOU WILL BE ASKED TO COMPLETE ANOTHER APPLICATION WITH THE NEW REVISION DATE.

FINAL FILING DATE

December 19, 2002

Applications (form 678) must be **POST MARKED** no later than the final filing date. Applications electronically submitted must meet the final file date. Applications postmarked, personally delivered, or electronically received via interoffice mail after the final filing date will not be accepted for any reason.

If you meet the entrance requirements for this class and for District Representative II, scheduled on the same day, you may file for one or more examinations on a single application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

EXAMINATION DATE

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

This is an open, nonpromotional examination. Applications will not be accepted on a promotional basis. Career credits and veterans preference credit will be granted in this examination.

SALARY RANGE

\$3860 - 4650

ELIGIBLE LIST INFORMATION

A departmental open, nonpromotional eligible list will be established for the Department of Housing and Community Development.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. All applications/resumes must include "to" and "from" dates (month/day/year); time base and civil service class titles.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as **"Either" I, "or" II, "or" III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Successful completion of an approved apprenticeship program in the class of District Representative Apprentice, Housing and Community Development, or equivalent. (Candidates who are within six months of completing the required experience will be admitted to the examination, but they must complete the required experience and education before they can be considered eligible for appointment.)

Or II

Three years of journey level building inspector work involving code enforcement, or three years as a supervisor of building construction. (College education in building construction/inspection technology or a closely related field may be substituted for up to two years of the required experience on the basis of two years of college being equivalent to one year of experience.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to locate where assigned and to travel throughout the State or an assigned area of the State.

THE POSITION

The District Representative I, Division of Codes and Standards, conducts inspections and investigations pertaining to the programs administered by the Division to obtain compliance with the applicable laws, building codes and regulations; meets and consults with others regarding the application and interpretation of these laws, codes, and regulations. The District Representative I may also act as a leadperson for trainees.

District Representative I positions assigned to headquarters interprets and explains complex and difficult provisions of law, code and regulations to the public.

NOTE: Some positions may be designated peace officers when assigned to law enforcement duties. Prior to appointment to peace officer positions, felony disqualification, citizenship, education, and special physical abilities may be required.

Positions exist statewide with the Department of Housing and Community Development.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION This examination will consist of a written test only (weighted 100%). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the written test. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.

Written Test – Weighted 100%

SCOPE In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the written test will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of the provisions of State building and housing laws and regulations, regulating construction of housing and related facilities, including the construction, sale, installation, or occupancy of manufactured homes, commercial coaches, and special purpose commercial coaches.
- B. Knowledge of basic engineering, architectural and building design practices and procedures; methodology and terminology used in the building construction industry.
- C. Application of rules of evidence, principles of investigations and civil law procedures.
- D. Knowledge of construction practices, including structural, fire safety, electrical, mechanical, and plumbing installations and their related trade practices.
- E. Skill in report writing, including proper English usage.
- F. Skill in reading comprehension.

CAREER CREDIT INFORMATION Career Credits will be granted in this examination.

VETERANS' PREFERENCE POINTS Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points and are successful in all parts of the examination. (See "General Information" on this bulletin for information regarding veterans preference points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Testing Office at (916) 445-4807 three days prior to the written test date if he/she has not received a notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be obtained through the State Personnel Board's website at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Housing and Community Development reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, the panel will evaluate candidate's responses to questions related to the scope described on this bulletin.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corp). Three (3) points are added to the final score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Veterans' Preference: Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in open entrance examinations. When credit is granted in an open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions for applying for veterans' preference and definitions for Veteran and Disabled Veteran are available on the Application for Veterans' Preference form (Form 1093) which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

California Relay (Telephone) Service for the Deaf or Hearing-impaired:
From TDD phones: 1-800-735-2929 From voice phone: 1-800-735-2922

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